

Hall of Records  
CommissionSubmitted to the Records Management Division  
Hall of Records CommissionPAGE  
NO.

1. ✓

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

CHRONIC DISEASE HOSPITALS

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☐ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☒ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

This records retention schedule is applicable to all chronic disease hospitals. Quantity, Dates, and accumulation shown are for Montebello Hospital only.

1. PATIENT'S CASE HISTORY

Quantity: 1 drawer, active

8 drawers, discharged (total 14 cubic feet)

Dates: 1947 - -

File Arrangement: Numerical

Annual Accumulation: 1 drawer

Index: Yes, see Item 2

An individual folder is prepared for each patient. It contains, in two groups, all papers concerning the patient.

Group 1: The first group contains any correspondence with or about the patient, a list of clothing and other personal property accompanying the patient at the time of admission, and other papers not relating to the diagnosis, treatment, and progress of the case. The material in this group has no value a few years after the patient is discharged.

A. RECOMMENDATION: RETAIN FOR TEN YEARS AFTER DISCHARGE AND THEN DESTROY.

Group 2: This group contains all papers concerned with the medical aspects of the case:

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

262 Clemens W. Gans  
SignatureChief Bus. Mgt  
Title11/31/56  
DateSchedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.3/9/56  
DateMorris S. Radloff  
ArchivistAPR - 9 1956  
DateJ. MacLusker  
Secretary

ST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
NO.

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PAGE  
NO.

2

4.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Application for admission, and supporting documents  
Discharge Summary  
Medication Chart  
Temperature-Pulse-Respiration Chart  
Weight Chart  
Doctor's Order Sheet  
History and Physical Examination of Patient  
Progress Notes  
Bedside Notes  
Laboratory Reports  
X-Ray Report  
Consultation Reports

The records in the second group have research value and are useful for this purpose for many years.

- B. RECOMMENDATION: RETAIN IN ORIGINAL FORM FOR TEN YEARS AFTER DATE OF DISCHARGE AND THEN MICROFILM; MICROFILM COPIES TO BE RETAINED PERMANENTLY AND THE ORIGINALS DESTROYED.

2. INDEX TO PATIENT'S CASE HISTORIES

Size: 3" x 5"  
Quantity: 1 drawer  
Dates: 1947 - -  
File Arrangement: Alphabetical

The index to the patient's case records shows patient's name, number, address, sex, color, date of birth, date of admission, date of discharge, and type of discharge.

RECOMMENDATION: RETAIN PERMANENTLY

3. DISEASE CORRELATION CARD

Size: 5" x 8"  
Quantity:  $\frac{1}{2}$  cubic foot  
Dates: 1947 - -  
File Arrangement: Alphabetical

For statistical and research purposes this card is prepared for each patient. It shows, by a numerical symbol, the standard classified nomenclature of the disease or diseases the patient was found to have had.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date APR - 9 1956

*Mallick*  
Secretary

APPROVED  
HALL OF RECORDS COMMISSION